

BOARD OF PRIVATE OCCUPATIONAL SCHOOLS

ANNUAL MEETING AGENDA

November 6, 2013

CONVENE

Location: Oxford Hotel
1659 Wazee Street
Denver, CO 80202
(303) 628-5567

Time: 9:30 A.M. Start

Board Roll Call /Quorum:

Thomas Narvaez, Chair,
Steven W. Steele,
Shelley Krovitz

Winnifred Rovig,
Richard Semakula,

Arlene Rae Malay,
Joseph James Wolf,

Business:

1. Election of Officers
2. Legislation concerning Sunset Review
 - a. Board mission
 - b. Overview of Sunset (DPOS Review)
 - c. Review or overview of Act
 - d. Review of Board rules
 - e. Review of Bylaws and Board Policies
3. Board Legal Orientation
 - a. Open Meeting Act (Summary of CO Sunshine Laws)
 - b. Conflict of Interest & Board Ethics and Responsibilities
 - Board Policies
 - Amendment 41
 - c. Board duties and authority
 - d. Executive session – flowchart and explanation of required elements
 - e. Flow charts and explanation of legal remedies including the Administrative Procedure Act (APA)
 - f. Roberts Rules/Parliamentary Procedure
4. Roles and Responsibilities of Division
 - a. Consideration of ethics training for Agents/Owners
 - b. Certification and review process (program specialists)
5. Student Graduate Data Reporting
 - a. Current DPOS requirements
 - b. DHE data sharing agreements and capabilities
 - c. Discuss potential pilot project

6. Report on Division Activities
 - a. Student Complaint data:
 - Review of process for complaints filed against a Board member's school
 - Discussion of recent complaints requiring Board activity
 - Deceptive Sales & Trade complaint process - who may file & when
 - b. Annual Compliance of Instructor Background Checks
 - c. Unauthorized schools, statutory exemptions granted
 - d. 2013 School Renewal & additional Division data
7. Business Plan & Budget Report
8. Review bond and savings account requirements
9. Rulemaking considerations
 - a. Temporary Rulemaking: Re-Adopt Proposed Fee Increase
10. Other Business

ADJOURN